



Solicitation Information
29 Sept 09

Request for Proposals # 7323249

Title: Web-based Portal for Educator Recruitment and Hiring

Submission Deadline: 23 Nov 09 @ 2:30 PM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.state.ri.us no later than **9 Nov 09 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at
www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

REQUEST FOR PROPOSALS
(Web-based Portal for Educator Recruitment and Hiring)

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting proposals from qualified individuals to provide a unique web-based portal for the recruitment, and hiring of a more diverse teaching force in RI that can be utilized by job seekers and district employers, in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

- Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or cnewton@gw.doa.state.ri.us Visit the website <http://www.mbe.ri.gov>
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond1@gw.doa.state.ri.us
- Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to www.dhs.gov/E-Verify or the Division of Purchases website at www.purchasing.ri.gov for more information.

BACKGROUND/OVERVIEW

Each RI school district is required by state law to advertise its positions state-wide. However, there is no central mechanism for districts or interested educators to utilize as an effective recruitment and screening tool in the hiring of educators. Paper advertising alone does not attract the best and brightest to the neediest schools. RI needs to develop a system that broadens the reach of communities thereby broadening the base of the applicant pool. RI schools and districts are committed to an educator workforce that is representative of the communities in RI. Additionally, many nearby out of state high quality educators find the current system of educator recruitment frustrating. As a result, RI loses many high quality educators to other states every year.

The Rhode Island Department of Education seeks to develop a universal statewide web based system that will allow school districts to post positions with customized application specifications and conduct customized recruiting and screening searches for candidates who best fit the needs of the district and school.

SCOPE OF THE WORK

Tasks:

Develop and implement a Rhode Island customized web hosting system that links to the RIDE website

Develop and implement marketing pages that serve as recruitment/advertising to profile RI districts and schools

Develop and implement a web based system that includes comprehensive application submission capabilities to be able to accept a variety of materials from applicants, candidate search functions and additional recruitment opportunities

Provide on-site technical support to all RI districts and schools and potential candidates

Provide tutorials and other assistance opportunities for users of the system

Develop and implement a recruitment campaign to attract qualified candidates to RI and to diversify the educator workforce. This must include: marketing; face to face work with various related RI organizations; development of recruitment materials; promoting and advertising; partnering with employment fairs

Provide reports to the RIDE on the following items: database size and growth; usage by candidates and districts; hiring and recruitment data; and other relevant information

Project Schedule

The web-based portal must be available to candidate and school districts by June 2010.

Deliverables

Web-based portal for advertising, marketing, recruitment, job posting, candidates and position searches, emailing groups, and application material submissions

RIDE approved recruitment campaign materials as outlined in the scope of work and designed to improve the recruitment of minority candidates

On-site technical support to RIDE and school districts; technical support materials

System reports as identified in the scope of work

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

Contractors must have a proven track record in developing web-based systems for use by educators and districts in recruitment and hiring.

TERMS OF THE CONTRACT

The Contract will begin in **December 2009** and end **June 30, 2010**. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of up to **1 year** with additional funding if available and if the level of work is expanded by mutual written consent.

COST PROPOSAL/TERMS OF PAYMENT

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. Cost proposals must fall within the range below for each period as follows:

FY 10 Up to \$150,000

The total cost of the contract is not to exceed \$150,000

PRE-PROPOSAL QUESTIONS AND SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date & time listed on the cover sheet of this solicitation. **Send your questions in Microsoft Word format.** Please reference the LOI # on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-3766.

Proposals to provide the services covered by this request must be received by the Division of Purchases on or before the date and time listed on the cover sheet of this solicitation.

Proposals (**an original plus 4 copies**) should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov
2. A Cost Proposal reflecting the hourly rate, project milestones, or other fee structure, proposed for the scope of services described in this solicitation.
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.

4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD, diskette, or flashdrive should be included in the proposal marked "original".

Deliver to: Department of Administration
Division of Purchases (2nd floor)
One Capitol Hill
Providence, Rhode Island 02908

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.

Technical Proposal should contain the following sections:

- Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

- Offeror's Organization and Staffing

A description of staffing, including an organizational chart highlighting the persons or units(s) responsible for this project should be demonstrated.

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each, as well as resumes, curricula vitae, or statements of prior experience and qualifications.

- Work plan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. This section shall include a discussion and justification of the methods proposed for each task identified in the Scope of Work (above), and the technical issues that will or may be confronted at each stage of the project. The work plan description shall include a detailed proposed project schedule by task, a list of tasks, activities and/or milestones that will be employed to administer the

project, and the task assignments of staff members and level of effort for each linked to the Cost Proposal.

- PREVIOUS EXPERIENCE AND BACKGROUND

This section shall include the following information:

A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects,

Any other information the Offeror seems relevant to the evaluation process.

EVALUATION CRITERIA / TECHNICAL PROPOSAL REQUIRED ELEMENTS

- | | |
|-----------------------------------------------------------------|-------------|
| 1. Contractor understanding of the Issues | (10 points) |
| 2. Work Plan | (25 points) |
| 3. Capacity of the Agency Effectively to Administer the Project | (25 points) |
| 4. Quality of Key Personnel (including Curriculum vitae) | (20 points) |
| 5. Cost Proposal | (20 points) |

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Respondents may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or his designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission

APPENDIX A

BUDGET One-Year Projects

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>
1. Salary	0
2. Fringe Benefits	0
3. Consultant	0
4. In-State Travel	0
5. Out-of-State Travel	0
6. Printing	0
7. Office Expense	0
8. Telephone	0
9. Educational Materials	0
10. Equipment	0
11. Data Processing	0
12. Rental	0
13. Other	0
14.	0
15.	0
16.	0
17.	0
Subtotal	0
Indirect Cost	0
TOTAL	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Education.

BUDGET DETAIL SHEET
FISCAL YEAR _____

SALARY DETAIL

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL ANNUAL SALARY \$
TOTAL REQUEST				\$

FRINGE BENEFIT DETAIL

NAME	POSITION TITLE	PERCENTAGE OF APPLIED FRINGE BENEFIT	TOTAL ANNUAL FRINGE \$
TOTAL REQUEST			\$

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				\$

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST

